

Doing Business with Prime Contractors and the Jet Propulsion Laboratory

**Presented by
The Federal Technology Center**

Agenda

- Getting Ready for Federal Contracts and Subcontracts
- SBA Programs and Certifications
- Marketing to Primes
- Responsiveness
- Responsibility
- Evaluation Factors

Agenda (Cont.)

- Jet Propulsion Laboratory (JPL) Overview
- What Does JPL Buy?
- Who Does JPL Purchase From?
- JPL Mandatory Pre-Qualification Criteria
- Policies and Procedures
- Your Process
- Contract Administration
- Websites


Getting Ready for Federal Contracts and Subcontracts

- Obtain a Data Universal Number System (DUNS) number
 - Contact Dun and Bradstreet
 - Call (866) 705-5711
 - <http://www.dnb.com>

Getting Ready for Federal Contracts and Subcontracts (Cont.)

- Research your North American Industry Classification System (NAICS) Codes
 - <http://www.census.gov/epcd/naics02/naico602.htm>
 - Has keyword search capability
 - Has cross-reference to Standard Industrial Classification (SIC) Codes
 - NAICS and SIC Code Size Standards
 - <http://www.sba.gov/size/indexableofsize.html>

Getting Ready for Federal Contracts and Subcontracts (Cont.) - NAICS

Address  <http://www.census.gov/epcd/naics02/naico602.htm>

U.S. Census Bureau



2002 NAICS Codes and Titles

[Downloadable version](#)

[Full 2-6 digit hierarchy](#)

Agriculture...	Mining	Utilities	Construction	Manufacturing	Wholesale...	Retail...	Transportation...	Information	F...
Real Estate...	Professional...	Management...	Administrative...	Educational...	Health...	Arts, Entertain...	Accommodation...	Other...	P...

Agriculture, Forestry, Fishing and Hunting


2002 NAICS Code	2002 NAICS Title
11	Agriculture, Forestry, Fishing and Hunting
111110	Soybean Farming
111120	Oilseed (except Soybean) Farming
111130	Dry Pea and Bean Farming
111140	Wheat Farming
111150	Corn Farming
111160	Rice Farming
111191	Oilseed and Grain Combination Farming

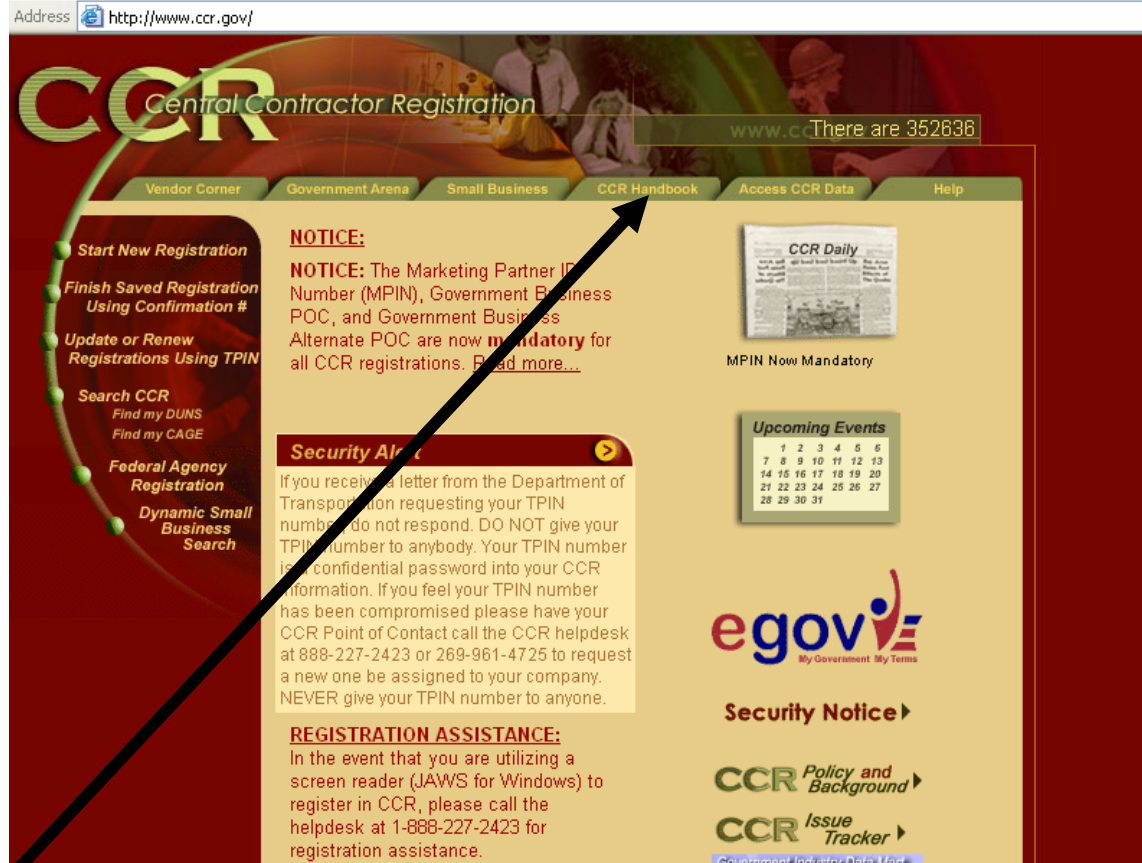
Keyword Search

Getting Ready for Federal Contracts and Subcontracts (Cont.) - CCR

- Register in Central Contractor Registration (CCR)
 - <http://www.ccr.gov>
 - All federal agencies require this on-line registration
 - Download the Handbook
 - A Commercial And Government Entity (CAGE) code will automatically be assigned by CCR
 - Do not forget to complete the small business profile
 - SBA *PRO*-Net no longer exists
 - CCR has a “Dynamic Small Business Search” capability

Getting Ready for Federal Contracts and Subcontracts (Cont.) - CCR

Address  <http://www.ccr.gov/>



Central Contractor Registration

www.ccr.gov There are 352638

Vendor Corner Government Arena Small Business **CCR Handbook** Access CCR Data Help

NOTICE:
NOTICE: The Marketing Partner ID (MPIN), Government Business POC, and Government Business Alternate POC are now **mandatory** for all CCR registrations. [Read more...](#)

Security Alert
If you receive a letter from the Department of Transportation requesting your TPIN number, do not respond. DO NOT give your TPIN number to anybody. Your TPIN number is a confidential password into your CCR information. If you feel your TPIN number has been compromised please have your CCR Point of Contact call the CCR helpdesk at 888-227-2423 or 269-961-4725 to request a new one be assigned to your company. NEVER give your TPIN number to anyone.

REGISTRATION ASSISTANCE:
In the event that you are utilizing a screen reader (JAWS for Windows) to register in CCR, please call the helpdesk at 1-888-227-2423 for registration assistance.

CCR Daily
MPIN Now Mandatory

Upcoming Events

egov
My Government My Terms

Security Notice

CCR Policy and Background


CCR Issue Tracker



Click here and download handbook

Getting Ready for Federal Contracts and Subcontracts (Cont.) - ORCA

- **Complete Online Representations & Certifications Application (ORCA)**
 - Replaces the paper “Representations and Certifications (Reps and Certs)” process
 - <http://orca.bpn.gov/>
 - Click on “Help” for the handbook

Getting Ready for Federal Contracts and Subcontracts (Cont.) - ORCA

address  <http://orca.bpn.gov/>



Home | Search | FAQs | Help | Security Notice

Welcome to the Online Representations and Certifications Application (ORCA)

ORCA is an e-Government initiative that was designed by the Integrated Acquisition Environment (IAE) to replace the paper based Representations and Certifications (Reps and Certs) process.

Firms interested in architect-engineer contracts with the Federal government can also enter general qualifications required by Standard Form 330, Part II. Submission of the SF 330 Part II through ORCA is voluntary. For FAQ's regarding SF 330 Part II in ORCA please [click here](#).

Please login to add or update your ORCA record


DUNS Number

+4 (if applicable)

MPIN

Other Links

[Small Business Administration \(SBA\)](#)
[Central Contractor Registration.gov \(CCR\)](#)
[Business Partner Network \(BPN\)](#)



NOTE: Your MPIN takes 24 to 48 hours, after your registration in CCR, to be activated in ORCA.

The ORCA website is designed to be used with Internet Explorer 6.0 or Netscape 7.x
NOTE: Session will terminate after 20 minutes of inactivity.
[Click Here](#) for feedback or comments form.

Getting Ready for Federal Contracts and Subcontracts (Cont.) - ORCA

 <http://orca.bpn.gov/help.aspx>



Help Menu

- [ORCA Background](#)
- [Frequently Asked Questions \(FAQ\)](#)
- [ORCA Handbook](#)
- [ORCA Quick Reference Guide](#)

Assistance

[Click Here](#) to contact ORCA Help Desk

NOTE: Your MPIN takes 24 to 48 hours, after your registration in CCR, to be activated in ORCA.

Dun & Bradstreet (D&B)

Help finding your DUNS number - 866-705-5711

CCR Assistance Center - rac@dlis.dla.mil

[Click Here](#) for MPIN instructions.

[Procurement Technical Assistance Center \(PTAC\)](#) PTA Centers are a local resource available that can provide assistance to business firms in marketing products and services to the Federal, state and local governments.

Getting Ready for Federal Contracts and Subcontracts (Cont.) - SBA Programs

Business Program	Cert?	Set-asides?	SBA Goal
Small Business	No	Yes	21%
Small Disadvantaged	Yes	No	7%
8(a) Program	Yes	Yes	3.5% ¹
HUBZone ²	Yes	Yes	3%
Service-Disabled Veteran	No	Yes	3%
Women-Owned	No	No	6%

¹ 50% of SDB

² Historically Underutilized Business Zone

- Note: Subject to review and change

Getting Ready for Federal Contracts and Subcontracts (Cont.)

- Do your research
 - Websites
 - Trade associations
- Contact Primes' Business Opportunities Offices
- Request to be on bidders or proposers lists
- Attend and network at outreach conferences and seminars

Marketing to Primes

- Do your homework!
 - What does the prime do?
 - What products or services do they need?
 - How can you specifically support those needs?
 - Do they have subcontractors in place that you could sub to? (“second-tier” subcontractor)
- Market to your capabilities and be focused
- *Then* discuss your small business status and any certifications you may have

Subcontracting Plans

- Required for Large Businesses when
 - Negotiated or Sealed Bidding acquisitions are expected to exceed \$500,000 for goods/services, or \$1,000,000 for construction
- Separate goals for each small business type
- Failure to make a good faith effort may result in a determination of “breach of contract”
- FAR 19.702(a)(1) and (a)(2)
- FAR 19.704 has complete subcontracting plan requirements

Subcontracting Plan Content

- Estimated amount of all contracting
 - Subcontracting to large businesses (\$ and %)
 - Subcontracting to small businesses by category (\$ and %)
- List of products and/or services to be subcontracted and the type of business used
- Description of outreach efforts
- **Caution to Primes**
 - Be sure to verify your subcontractor's size status!

Responsiveness

- You must address all mandatory qualification criteria
- You must meet all solicitation requirements
 - Closing date and time
 - Number of copies
 - Management, technical, cost, past performance solicitation requirements
 - Mandatory format requirements including page limitations
 - Solicitation and website terms and conditions

Contractor's Responsibility

- Satisfactory past performance record
- Necessary capabilities, experience, and skills
- Adequate financial resources or ability to obtain
- Production, construction, technical equipment, and facilities or ability to obtain
- Record of integrity, good character, and reputation

Evaluation Factors

- Specified in the solicitation
 - Pay attention to detail
 - Make your “propose/no propose” decision
 - RFP: Source Evaluation and Selection Process
- Consist of
 - Lowest price
 - Best value to the Prime
 - Weighted value (such as source selection)
 - Other

Common Errors Made by Subs

- Following verbal directions given by those without privity (authority)
- Ignoring contractual time limits or requested time limits
- Blaming other subs, suppliers, and prime contractor
- Failure to manage lower tier subs
 - Subcontractor's subs
- Inadequate documentation

Subcontract Issues – Be Aware!

- Your prime contractor's requirements usually “flow down” to you
 - Clauses
 - Certified payroll
 - Quality control and other inspections
 - Certifications
 - Work plans (including subcontract management plans)
- Your prime contractor will need you to comply well in advance of their contractual deadline, in order to incorporate your information in their reports

Doing Business with the Jet Propulsion Laboratory (JPL)

- Federally funded Research & Development (R&D) Center and is a division of the California Institute of Technology (Caltech)
- Located in Pasadena, California
 - Approx. \$800M in annual subcontract and purchase order commitments
- Lead R&D center for robotic space exploration for National Aeronautics and Space Administration (NASA)

JPL Acquisition Division

- Responsible for all subcontract and purchase order commitments
- Responsibilities divided among
 - Commodity Purchasing
 - Service and Support Subcontracts
 - University Subcontracts
 - Flight Project Subcontracts
 - Business Opportunities Office
- <http://acquisition.jpl.nasa.gov/default.htm>

What Does JPL Buy?

- Commodities of all types
- Computer hardware, software, and IT systems
- Test equipment and tools
- Chemicals and lab supplies
- Building supplies
- Services
- Consultant agreements
- Science investigations

What Does JPL Buy? (Cont.)

- Subcontracted support services
- Construction and facilities management
- Technology and application programs
- Basic research and development studies
- Instrumentations
- Spacecraft and assemblies
- Spacecraft systems and subsystems

JPL Business Opportunities Office

- Responsible for all small business
- Responsible for outreach conferences and symposiums
- Ensures all small businesses have equitable opportunities to compete for subcontracts
- Contact Tom May and his staff at
 - (818) 354-2121
 - thomas.h.may@jpl.nasa.gov
- <http://acquisition.jpl.nasa.gov/boo>

Who Does JPL Purchase From?

- Large Businesses
- Small Businesses
 - Woman-Owned
 - Small Disadvantaged
 - HUBZone
 - Service Disabled Veterans
- Business Historically Black Colleges and Universities




JPL Mandatory Pre-Qualification Criteria


- To have an eligible proposal for consideration in a source selection
 - Within the last 18 months prior to RFP issue date employed a minimum of 50 bona fide employees in similar JPL labor categories
 - Have financial resources capable of making payroll equivalent to \$2M for a period of 3 months
 - Be able to meet and certify to the NAICS specified in the RFP

JPL Terms and Conditions

- May be called out in solicitations and contracts by reference
 - JPL General Provisions
 - JPL Additional General Provisions
 - Group A and B Attachments to Solicitations
 - Forms and Miscellaneous Contractor Documents
 - JPL Special Requirements
- <http://acquisition.jpl.nasa.gov/e2000.htm>

JPL Terms and Conditions (Cont.)

Address  <http://acquisition.jpl.nasa.gov/e2000.htm>   Go



Acquisition Division

Organization - Contacts
Business Opportunities
Request for Proposals
Terms and Conditions
Forms - Documents
Links

The following links will provide the JPL General Provisions (GPs), Additional General Provisions (AGPs) and Group A & B Attachments to Solicitations. These documents will be applicable to the extent called out in Contracts and Solicitations.

The first selection below contains the Current JPL GPs and Current AGPs. Next are the Group A & B Attachments to Solicitations in Acrobat format which can be filled-in online and printed for inclusion in proposals. Below that are the GPs and AGPs in effect prior to current releases

- [JPL General Provisions Listed Alphabetically by Title \(Acrobat\)](#)
- [JPL Additional General Provisions Listed Alphabetically by Title \(Acrobat\)](#)
- [Group A and B Attachments to Solicitations](#)
- [Forms and Miscellaneous Contractor Documents](#)
- [JPL Special Conditions for Construction Contracts \(Adobe Acrobat - Printable\)](#)
- [Procurement Quality Assurance \(PQA\) Quality Clause Requirements Master List for Suppliers of Flight Hardware, Flight Software, JPL Critical Items, Process Commodities and Services to the Jet Propulsion Laboratory](#)
- [PQA Suggested Quality Clauses by Commodity](#)

Contracts issued with dated GPs and AGPs will continue to use the sets referenced therein. See below for Archived sets of GPs and AGPs.

- [Archive JPL General Provisions \(GPs\) \(Acrobat\)](#)
- [JPL Additional General Provisions \(AGPs\) Archive \(Acrobat\)](#)

[Questions Comments](#)

JPL Terms and Conditions (Cont.)

Address  <http://acquisition.jpl.nasa.gov/gp.htm>



Acquisition Division

Organization - Contacts
Business Opportunities
Request for Proposals
Terms and Conditions
Forms - Documents
Links

This page Contains the **JPL General Provisions (GPs)** in a screen and Printable format. These documents will be applicable to the extent called out in Contracts and Solicitations. This page uses Adobe Acrobat PDF technology which can be freely obtained at the link at the bottom of the page. Updated January 2005

- [Architect-Engineer Contract](#)
- [Commercial Items or Services Contract](#)
- [Cost-Reimbursement without Fee with an Educational Institution](#)
- [Cost-Type Contract](#)
- [Fixed-Price Construction Contract](#)
- [Fixed-Price Non-Research and Development Contract](#)
- [Fixed-Price Research and Development Contract](#)
- [Labor-Hour - Time-and-Material Contract](#)
- [Real Estate Leases Contract](#)
- [Research Support Agreement](#)
- [Time and Material for Construction](#)

Your Process

- Research
 - Understand the JPL and Federal marketplace
 - Identify products or services required by JPL and other Federal Primes
 - Do your homework
- Read and understand advertised requirements
 - Fed Biz Opps
 - JPL and NASA
- Use a bid-matching service

Your Process (Cont.)

- Respond to Request for Information (RFI) or Letters of Interest
- Respond fully and within the time requirements
- Request, download, or print solicitations
- Use agency libraries
- Understand all on-line referenced documents
- Understand the type of contract identified in the solicitation
 - Labor hour, T&M, fixed price, cost reimbursement, indefinite-delivery, etc.

Your Process (Cont.)

- Reply to the complete solicitation and its attachments
 - Know the award criteria and weights
 - Attend pre-proposal/bid conferences
 - Be responsive to all solicitation and amendment requirements
 - Complete all forms
 - Build a requirements matrix and verify compliance
 - Pay attention to all details and instructions
 - Be organized and show you understand the requirement
 - Be responsible
 - Submit a fair and reasonable price

Your Process (Cont.)

- Contract Award
 - Rejoice when you win – now perform
 - Most important question is
 - What does the contract or purchase order require?
 - Know and communicate with the Prime's contracting officer or agent

Contract Administration

- Attend post award conferences or kickoff meetings
 - Depends upon complexity of the contractual action
 - Achieve a clear and mutual understanding of all contract requirements
 - Identify and resolve any potential problems
 - Introduce your team to the Prime's team

Contract Administration (Cont.)

- Meet all delivery requirements
 - Develop a schedule of deliverables
 - Including requirements in the terms and conditions
- Comply with all changes and modifications to the contract
- When submitting invoices pay attention to details
 - Verify line items, quantities, \$, hours, rates, and double check calculations, include required number of invoice copies

Contract Administration (Cont.)

- Complete all contract requirements and close-out contracts and purchase orders
 - If contract has an audit requirement
 - Cooperate with auditor
 - Ensure subcontractors also cooperate with auditor's requests
 - Verify contract physically complete
 - Maintain excellent documentation
 - Comply with record retention requirements

Websites are Valuable Tools

- JPL Home Page
 - <http://www.jpl.nasa.gov/>
- JPL Acquisition Division
 - <http://acquisition.jpl.nasa.gov/default.htm>
- JPL Business Opportunities Office
 - <http://acquisition.jpl.nasa.gov/boo>
- JPL Terms and Conditions
 - <http://acquisition.jpl.nasa.gov/e2000.htm>

Websites are Valuable Tools (Cont.)

- NASA
 - <http://www.nasa.gov/>
- Federal Acquisition Regulation (FAR)
 - <http://farsite.hill.af.mil/vffara.htm>
 - <http://www.acqnet.gov/far/>
- NASA FAR Supplement
 - <http://farsite.hill.af.mil/vfnasaa.htm>

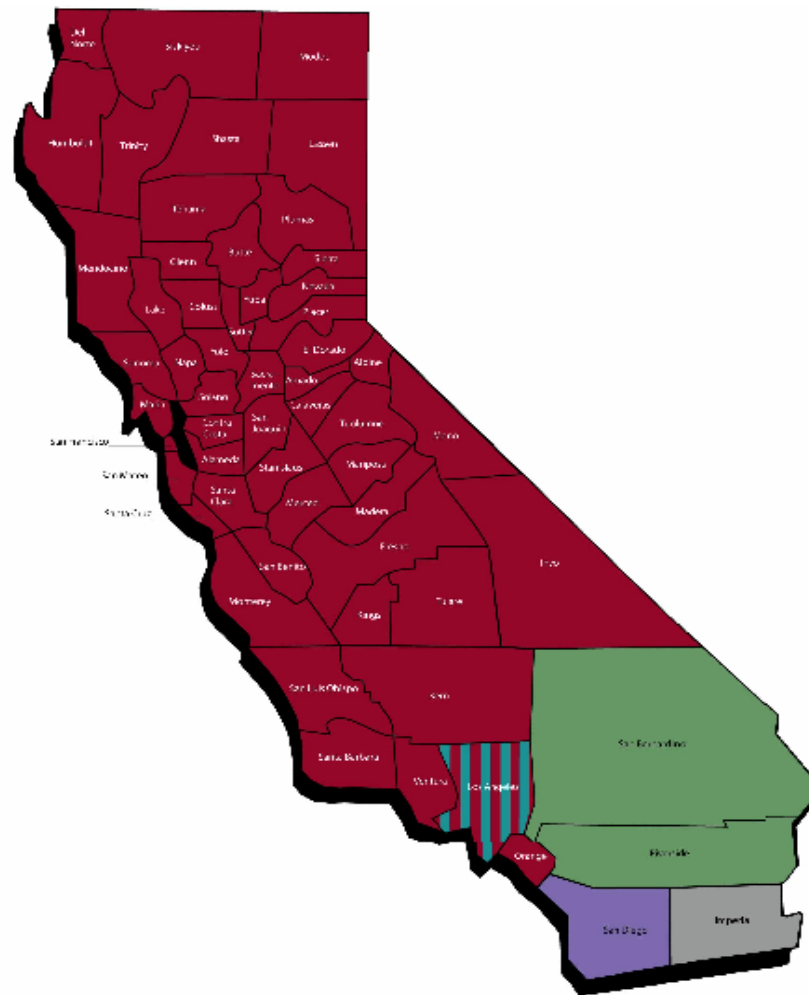
Websites are Valuable Tools (Cont.)

- Dun and Bradstreet (DUNS)
 - <http://www.dnb.com>
- Central Contractor Registration (CCR)
 - <http://www.ccr.gov>
- Federal Business Opportunities
 - <http://www.fedbizopps.gov>
 - Go to Find Business Opportunities
 - Type in NASA or JPL into search engine
 - On next screen review prime and subcontractor opportunities
- Small Business Administration (SBA)
 - <http://www.sba.gov/>

The Federal Technology Center (The FTC)

- Not-for-profit organization public benefit corporation
- Promotes economic development by helping small businesses successfully compete for federal, state, and local government contracts

The FTC Service Area



Services from The FTC

- One-to-one Counseling - free
- Certification Information - free
- Training – free
- Assistance with GSA schedules - free
- Bid-Matching Service - \$199 a year

How to Reach The FTC

Points of Contact

Jack Toney – Director

Nicole Arnold – Counselor, Instructor, Program Analyst

Carol Bowyer – Senior Counselor, Instructor

Bill Teeple – Senior Counselor, Instructor

Laura MacNevin – Program Assistant

Bob Lane – Business Consultant

Jayne Murnane – Business Consultant

Perry Sloan – Business Consultant

A.B. Bonner – Business Consultant

How to reach us

Address

The Federal Technology Center
4600 Roseville Road, Suite 100
North Highlands, CA 95660

Internet address: www.TheFTC.org

Phone: 916-334-9388

Toll free: 866-382-7822

Fax: 916-334-9078

Thank You!

Questions - Comments